

# Sticky-Note Method of TLC

## Trimester Planning

Annette Castillo

Supplies-

1. Graph 5 blocks by 14 blocks, as large as you can make it. Label at the top

Trimester \_\_\_\_\_ 200\_\_.

2. List of your lesson plans by category (foods, health, etc.) and days required to teach each category.

Scissors,

1  $\frac{1}{2}$ " by 2" sticky notes, one color

Step 1-

Write dates on the calendar. Write in the holidays. Write in the school activities (that you know of). Write in the counselor teaching days.

Step2-

On the days left- cut sticky notes to fit each square that is left blank. It doesn't take as long as you think- 3 minutes tops. I like to use all the same color.

Step 3-

Choose the lessons you want to teach and write them on the sticky notes, making sure to have the required number of days for each area. Don't forget test days. Then it is easy to see what days to schedule the computer lab.

As the trimester progresses, it is easy to rearrange the sticky notes when unexpected things come up. At the end of the trimester I make a copy of the final schedule and keep it for next year to remind me of the activities that came up and how I scheduled my lessons.

Optional- you could use a different color sticky note for each area you teach.

Trimester 20[illegible]